


MARCH 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
			<b>1-- Logan Office</b> 8:30 to 10:30 Networking 10:30 to 12:30 Interviewing <b>1:00 to 4:00 No Regrets! Workshop—See Flyer</b>	<b>2-- Brigham Office</b> 9:00 am Federal Apps
<b>5 – Brigham Office</b> 9:00 to 11:00 Skills ID 11:00 to 1:00 Job Searching 2:00 to 4:00 Budgeting	<b>6– Logan Office</b> 12:00 to 2:00 Job Searching 2:00 to 4:00 Budgeting	<b>7 – Brigham Office</b> 9:00 to 11:00 Interviewing 11:30 to 2:00 Resume 2:00 to 4:00 Networking	<b>8 – Logan Office</b> 8:30 to 11:00: Resume 11:00 to 1:00 : Interviewing <b>1:00 to 3:00 Financial Aid Workshop—See Flyer</b>	<b>9—Logan Office</b> 9:00 am Federal Apps
<b>12—Brigham Office</b> 9:00 to 11:00: Budgeting 11:00 to 1:00: Skills ID 2:00 to 4:00 Job Searching	<b>13—Logan office</b> 9:00 to 11:00: Budgeting 11:00 to 1:00: Skills ID 2:00 to 4:00 Job Searching	<b>14 –</b> <b>NO WORKSHOPS</b>	<b>15—Logan Office</b> 8:30 to 10:30 Networking 10:30 to 1:00 Resume <b>1:00 to 3:00 Scholarship Workshop—See Flyer</b>	<b>16—Brigham Office</b> 9:00 to 11:00 Networking 11:00 to 1:00 Interviewing 2:00 to 4:30 Resume
<b>19---Brigham Office</b> 9:00 to 11:00 Job Searching 11:00 to 1:00 Budgeting 2:00 to 4:00 Skills ID	<b>20– Logan Office</b> 9:00 to 11:00 Job Searching 12:00 to 2:00 Budgeting 2:00 to 4:00 Skills ID	<b>21—Brigham Office</b> 9:00 to 11:30: Resume 12:30 to 2:30 Networking 2:30 to 4:30 Interviewing	<b>22—Garden City</b> 9:00 to 11:30 Resume 1:00 to 3:00 Interviewing	<b>23---Logan Office</b> 9:00 to 11:00 Interviewing 11:00 to 1:30 Resume 2:00 to 4:00 Networking
<b>26—Brigham Office</b> <b>9:00 to 1:00 Connecting Utah</b>	<b>27- Logan Office</b> <b>9:00 to 1:00 Connecting Utah</b>	<b>28--- Brigham Office</b> <b>12:30 to 4:30 Connecting Utah</b>	<b>29---Logan Office</b> <b>12:30 to 4:30 Connecting Utah</b>	<b>30</b> <b>NO WORKSHOPS</b>

 **Brigham Office:** 138 West. 990 South

 **Logan Office:** 180 North 100 West

 **Garden City:** 69 N. Paradise Parkway, Bldg B. #224

**Skills Identification:** Identify job content, transferrable and self-management skills. How to market your skills to an employer and match your skills to the job opening or for a new career.

**Résumé Writing:** Learn how to write and design a cutting-edge résumé and cover letter. Receive résumé and cover letter examples to assist them in writing and designing a résumé. Please bring a copy of your current resume to work on during lab time after instruction.

**Job Searching with Technology:** Learn tools and tips to online job search, electronic job boards, and how to track your jobs. Learn about Utahfutures.org to improve your job searching efforts.

**Interviewing Skills:** Learn to be confident in an interview, research employers, market skills and answer questions. Create a 60 second commercial and use the SAR technique in the interview.

**Budgeting & Rebuilding Your Finances:** Learn how to get your finances back on track, savings plans, different budget methods, SMART goals, and how to pay off debt and rebuild your credit.

**Scholarship:** Finding more money for college, how to research scholarships, get letters of recommendations and complete personal essays.

**Networking Strategies:** 80% of jobs are found by Networking! Learn networking techniques to find opportunities in the traditional and "hidden" job market. Market with Email, Facebook and LinkedIn.

**Federal Applications:** Learn the hiring process with USAjobs and tips on how to better qualify for federal positions.

**One-on-One Practice Interviews:** Call (435) 695-2648 to schedule an appointment in Brigham or (435)792-0300 for Logan! **Workshops: Register today for a workshop online when logging into your profile page.**

**Connecting Utah:** NEW WORKSHOP to cover Job Searching, Skills ID, Resume, Interviewing, and Networking all in one 4 hour powerful presentation! Also introduction to JOB EXCHANGE program!